

**Consultant Services
Solicitation**
(Electronic Submission Required)

ROW LEAD AGENT SERVICES, COMPLEX



S-R199(229)
West Davis Highway

April 10, 2018

Table of Contents

Part One

Consultant Services Solicitation Overview

Part Two

Solicitation Method and Requirements

Part Three

Project Information and Evaluation Criteria

Part Four

Right of Way Price Proposal

Consultant Services Solicitation Overview

The Utah Department of Transportation is soliciting services identified in Part Three (Project Information and Evaluation Criteria) of this document. Consultant Services will follow guidelines outlined in the [Consultant Services Manual of Instruction](#) (MOI) and in this Solicitation.

Solicitation is defined as the document used by UDOT to obtain a Consultant's Proposal.

Proposal is defined as a Consultant's response to UDOT's Solicitation.

- 1. Communication:** Pursuant to Utah Code 63G-6a-1503(3), beginning the date that the solicitation is issued until the selection of a Consultant has been made, **Consultants may not contact or communicate with any member or potential member of a Selection Team except through the following official communication process:**

Consultants may contact the UDOT Contract Administrator to schedule one-on-one appointments for project or scope of work discussions with the UDOT Project Manager (PM) (and Local Government Project Manager) regarding this Solicitation. Consultants may only communicate through these official designated appointments. A date has been designated for appointments for these discussions in the Selection Schedule outlined in Part Three (Project Information and Evaluation Criteria). Consultants desiring to meet with the UDOT PM or any UDOT employee must contact the UDOT Contract Administrator via email to request an appointment PRIOR to the deadline identified in the Selection Schedule outlined in Part Three (Project Information and Evaluation Criteria).

UDOT desires to make the most efficient use of resources for all parties involved with the established communication process. The one-on-one meeting with UDOT should not be viewed as a marketing tool and is not part of the Consultant Selection process.

Consultants may contact the UDOT Contract Administrator or other Consultant Services staff with any questions.

- 2. Subscription to the UDOT Consultant Services Update Service:** UDOT recommends Consultants interested in this project subscribe to the [UDOT Consultant Services Update Service](#) on the UDOT website.

If there are any changes affecting the Solicitation, notice will be sent out via an e-mail through the update service.

- 3. Review of the Solicitation documents:** Consultants are responsible for reviewing and understanding the content and requirements of the Solicitation. Read and review each section carefully to ensure proposals meet the outlined requirements. If the Consultant identifies any mistake, error, or ambiguity in the Solicitation during the procurement process, it is the duty of the Consultant to notify the Contract Administrator via email.

4. **Conflict of Interest:** UDOT expects Consultants to act with integrity and professional ethics. When there is a potential conflict of interest, Consultants are required to either not submit for the project or disclose the potential conflict to the Consultant Services Manager prior to submitting a proposal. The Consultant Services Manager will coordinate with the UDOT Conflict of Interest Review Team for a determination by UDOT. For additional information, refer to the UDOT [Consultant Services Manual of Instruction](#) (MOI). Additional Conflict of Interest requirements may be identified in Part Three of this Solicitation.
5. **Applicable Federal and State Regulations:** The Consultant will conform to all applicable state and federal regulations.
6. **Conditions of Proposal:** All costs related to the preparation of the Proposal and any related activities such as interviews are the sole responsibility of the Consultant. UDOT assumes no liability for any costs incurred by Consultants during the selection and contract negotiation process.
7. **Financial Screening:** Consultants are required to be financially screened at the appropriate level for this Solicitation. For additional information on financial screening requirements, refer to the [Consultant Services Manual of Instruction](#) (MOI). If the selected Consultant is unable to complete the financial screening process within 2 weeks of selection, the Proposal will be determined non-responsive and UDOT may move on to negotiate with the new first-ranked responsive Consultant.
8. **Contract Terms and Conditions:** It is the Consultants' responsibility to review and understand UDOT's Standard Terms and Conditions contained in the UDOT [Contract Terms and Conditions](#). These terms and conditions will apply to any contract resulting from this Solicitation.
9. **Health Reform – Health Insurance Coverage in State Contracts Requirements:** As required by UCA 72-6-107.5, effective March 17, 2016, UDOT will not enter into a contract of \$2,000,000 or more with a prime Consultant or \$1,000,000 or more with a sub-Consultant without demonstration of compliance regarding the offering of "Qualified Health Insurance Coverage" to their employees. Prior to issuing a Notice to Proceed, the Consultant must demonstrate compliance with the provisions of Administrative Rule R-916-5. A Consultant's inability to adequately demonstrate compliance may be grounds for determining a Proposal non-responsive and UDOT moving on to negotiate with the new first-ranked responsive Consultant.
10. **Debarment Certification:** Federal regulations require certification by prospective participants (including contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions.
11. **Right to Cancel or Reject:** UDOT reserves the right to cancel the Solicitation at any time when it is in UDOT's best interest. UDOT also reserves the right to accept or reject any or all Proposals submitted in response to the Solicitation.
12. **Required Personnel Qualification:** The Consultant will be responsible to ensure all personnel proposed are qualified through training, experience, and appropriate certification for the tasks assigned and will have a working knowledge of UDOT standard practices.

13. **Proposed Project Staff:** The Consultant is expected to provide a Consultant Proposed Staffing Plan for the project, as outlined in Part Three (Project Information and Evaluation Criteria). The plan should state the certification and education levels of the individuals proposed for use on this contract including sub-Consultants' personnel. The plan must be included in the Proposal but will not count against the maximum allowed pages.

UDOT's requirement for listing current or former UDOT employees as personnel in a Proposal is as follows:

1. If a Consultant lists a former UDOT employee on the Proposal who officially left UDOT employment prior to the submission date of the Proposal, the Consultant will not be disqualified.
 2. If the Consultant lists someone who has not yet left UDOT employment, even if the employee plans to retire or quit soon, the Consultant will be disqualified.
 3. If a Consultant lists a former or current UDOT employee who was involved in the development of the Solicitation for this project, the Consultant will be disqualified.
 4. These requirements apply to prime and sub-Consultants.
14. **Key Personnel:** Key Personnel are those individuals specifically identified in the Proposal as being set forth to effectively manage all aspects of the work in a quality, timely and efficient manner. When Consultants list Key Personnel, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.
15. **Audits:** Prior to final contract award, an audit may be conducted by UDOT of the selected Consultant. This audit will be for the purpose of ensuring the selected Consultant is financially capable of performing the contract, the cost information and prices quoted are reasonable, and the selected Consultant has adequate accounting practices to ensure accurate tracking of contract costs. UDOT reserves the right to inspect Consultant records associated with this project, including financial records, as deemed necessary during the term of the contract.

Prior to final acceptance of the contract work, UDOT may conduct a closing audit of the Consultant. This closeout audit will be performed upon completion of the contract to verify the accuracy of all billings and compliance with the contract provisions.

In the event that a proposing Consultant has failed to pay UDOT monies due to UDOT for over payment on past projects, UDOT has the right to reject and/or disqualify the Consultant's Proposal. Disqualification will be based on audit findings, determinations, and recommendations made by the UDOT Fiscal Audit Division.

16. **Work site Safety:** Utah Code 63G-6a-403 states UDOT may request the Consultant submitting a Proposal to provide information about the Consultant's work site safety program, including any requirement that the person imposes on sub consultants for a work site safety program and any other pertinent information.

17. **Disposition of Proposals:** Proposals and their content become the property of UDOT and are treated as non-public records until the Contract has been executed by all necessary officials of the Consultant and UDOT. The Proposal of the successful Consultant will be open to public inspection for a period of one year after the Contract has been executed.
18. **Consultant Debriefing:** As part of the Proposal evaluation, UDOT may provide constructive criticism of the Proposals submitted for this project.

Debriefing information may consist of scores of the first-ranked Consultant's proposal/interview and the scores, strengths and weaknesses of the Consultant's own proposal/interview.

The proposal and strengths identified in the selected Consultant's proposal/interview will be available for review in-person at the Consultant Services division, for a period of one year after the Contract has been executed.

Consultants may contact the Contract Administrator for a formal debriefing.

19. **Notice to Proceed (NTP):** NTP will be issued by Consultant Services division after contract execution. Authorization to begin work from any other source is invalid and will result in non-payment for services provided prior to authorized notification to begin work.
20. **Change in Key Personnel During Negotiations or after Notice to Proceed (NTP):** If after entering negotiations with the first-ranked Consultant, the Consultant is unable to provide the Key Personnel (prime or sub-Consultant) identified in the Proposal at the levels determined necessary for the project by the PM, the Consultant will be required to notify the PM and the Consultant Services Contract Administrator. The Consultant will then be offered the opportunity to propose a revised Project Team. The UDOT Selection Team will review the revised Project Team to determine if it is equal to or better than the originally proposed team. If UDOT determines the revised Team is equal to or better than the originally proposed team, negotiations will continue. If UDOT determines the revised team is not equal to or better than the originally proposed team, negotiations will be discontinued and UDOT will move on to the second-ranked Consultant. If the change in Key Personnel is after NTP and UDOT does not approve the change, UDOT reserves the right to cancel the contract and/or reflect the change on the Consultant Project Evaluation.

21. **Protests:** All protests with respect to this Solicitation must be in writing, and will follow the requirements in Utah Code Sections §63G-6a-1602 et seq. Deliver a copy of any protest to:

Executive Director
Utah Department of Transportation
4501 South 2700 West, 1st Floor
P O Box 141245
Salt Lake City, UT 84114-1245

Any protest not set forth in writing within the time limits specified in §63G-6a-1602 is null and void and will not be considered.

22. **Insurance Certificates:** The Consultant is required to provide UDOT with Certificates of Insurance meeting the current guidelines. Current insurance requirements can be found within the [Consultant Services Manual of Instructions](#) (MOI).
23. **Required Completion and Acceptance Criteria:** Progress payments will be made for work in progress. Final invoice payment will be made after: all of the work has been completed; the final estimate, project records, and documentation have been received and accepted by UDOT as accurate and complete; and a Consultant Evaluation has been performed..
24. **Government Records Access and Management Act (GRAMA):** UDOT will maintain a nonpublic process for the duration of this Solicitation. Pursuant to Subsection §63G-2-305(6) of the GRAMA, all records related to this Solicitation, including, but not limited to Proposals, evaluation, and selection procedures, and any records created during the evaluation and selection process will remain nonpublic records until the Contract has been executed by all necessary officials of the Consultant and UDOT. The GRAMA, Utah Code Ann., §63G-2-101 et seq., provides in part that certain records are protected if properly classified.

PART TWO
Solicitation Method and Requirements
Right of Way (ROW) Solicitation

Rev. 01/23/18

1. **Solicitation:** This Solicitation follows the ROW Solicitation processes and procedures outlined herein.

UDOT Consultant Services staff facilitates Selection Teams through the ranking and selection of Consultants to provide ROW services for transportation related projects. Consultant selection is a combination of Qualification-Based Selection (QBS) and Price-related components, where the two primary factors in selection is the qualification-based criteria outlined by the Selection Team in Part Three (Project Information and Evaluation Criteria), along with the cost of ROW services.

2. **Proposal Deadline:** Submit two (2) electronic PDF files of the Proposal (Technical and Price) to the email address specified and prior to 11:00 AM on the submission date identified in the Selection Schedule in Part Three (Project Information and Evaluation Criteria). Proposals will not be accepted after the 11:00 AM deadline.
3. **Consultant Fee Discussion:** Consultant fees are not a factor in the ranking of the Technical Proposals. Price or cost related items may only be contained in the Price Proposal.
4. **Financial Screening:** UDOT requires Consultants to be financially screened at the appropriate level for this Solicitation. The time it takes a Consultant to complete the Financial Screening process varies and therefore UDOT encourages Consultants to submit their [Financial Screening Application and Questionnaire](#) as soon as possible.

Consultants may obtain the Financial Screening Application and Questionnaire from the UDOT website. For questions, contact the Consultant Services Financial Screener at (801)965-4138. A Consultant's Financial Screening status is effective for the period of one year from the time the Consultant is approved.

5. **Guidelines for Preparing Proposals:** These guidelines were developed to standardize the preparation of a Proposal by Consultants for ROW services on a UDOT project. Submitting a Proposal is the beginning of the selection process and is used as the basis for selecting or for short-listing Consultants. The purposes of the guidelines are to ensure consistency in format and content in the Proposals prepared by Consultants and submitted to UDOT. It is highly recommended that Proposals are written and presented to UDOT in a clear and concise format which will not distract from the content of the material presented.

The following table outlines the Proposal instructions and guidelines. Any penalty or disqualification actions are clearly identified in the table. Violations that do not result in a

penalty or a disqualification action may still affect the Consultant’s overall Proposal score as part of the evaluation process.

Proposal Instructions and Guidelines		
Instruction	Description of Requirement	Violation Penalty or Disqualification
Page Limits	Provide only the allowable number of pages as identified in Part Three (Project Information and Evaluation Criteria)	Additional pages will be removed
Page Sizes	Provide only the allowable page sizes identified in Part Three (Project Information and Evaluation Criteria)	Pages violating size requirement will be removed
Consultant Proposed Staffing Plan	Provide a copy of the Consultant Proposed Staffing Plan with no additional information beyond that which is required, as identified on the sample form	If additional information is provided, the Staffing Plan will be removed
Margins	Provide one-inch (1”) margins throughout the Proposal; Consultant Name/Logo and Page Headers/Footers may be within the margins	Guideline
Font and Line Spacing	Use a 10-point [or greater] Arial or Times New Roman font	Guideline
PDF Submission	Send two separate Proposals (one for Technical and another for Price) via e-mail in PDF format	Guideline
E-mail	Do NOT send Proposals directly or indirectly to any known or presumed Solicitation Selection Team members or other UDOT personnel outside of the prescribed UDOT email address	Disqualification
Proposal Deadline	Send Proposals to cssoq@utah.gov prior to the 11:00 AM deadline on the date identified in Part Three (Project Information and Evaluation Criteria)	Disqualification
Interviews	If interviews are required, attend the date and time instructed by Consultant Services	Disqualification
Fee Discussion	Submit a Proposal with fees or costs contained only in the Price Proposal	Disqualification
Cover Page	Provide a complete Cover page, including a signed, verbatim Acknowledgement as identified in Part Three (Project Information and Evaluation Criteria)	Disqualification
UDOT Staff	Provide a team that does not include any current UDOT employees or former UDOT employees who were involved in the development of this Solicitation	Disqualification
Financial Screening	Complete the UDOT financial screening process at the appropriate level, identified in Part Two (Solicitation Method and Requirements)	Disqualification
Unbalanced Price Proposals	Provide a balanced Price Proposal as identified in Part Four (Right of Way Price Proposal)	Disqualification or Re-Advertisement

6. **UDOT Right:** UDOT reserves the right to disqualify a Proposal when the intent of the Solicitation process is violated. UDOT Consultant Services staff may utilize the provision of Utah Procurement Code 63G-6a-114 to determine an error is immaterial.
7. **Selection Team:** The Selection Team members will receive copies of each responsive Technical Proposal submitted. They will review and score the Technical Proposals individually based on the evaluation criteria and submit their scores and comments to the Contract Administrator. The Contract Administrator will tally and compile the scores and comments. The Selection Team will then meet to discuss the Technical Proposals and comments from individual Selection Team members.

After the scores for the Technical Proposals have been locked in by the Contract Administrator, the Price Proposals will then be opened. Only those teams who receive at least 50 percent of the available points for the Technical Proposal (including the Project Team, Capability of the Consultant, and Approach to the Project sections) will be included in the Price Proposal point distribution. Any Proposal receiving less than 50 percent of the available points for the Technical Proposal will not receive any points for their Price Proposal. The Price Proposals will be evaluated using the following criteria:

There are two parts (A & B) to the Price Proposal. The Price Proposal category points are based on the submitted line item in Price Proposal Part A titled "Total of Estimated Costs for Activities" on the form in Part Four (Right of Way (ROW) Price Proposal).

The Department will review Price Proposals for unbalancing. Unusually high or low unit prices in relationship to the Department cost estimate, may lead to a Proposal being disqualified or the Solicitation being re-advertised.

For Price Proposal Part A, the Proposer with the lowest Total of Estimated Costs for Activities will receive 100% of the available Price Proposal points for that item. Proposals with a Total of Estimated Costs for Activities within 10% of the lowest Total of Estimated Costs for Activities will receive 100% of the available Price Proposal points for that item. All other Proposers will receive a portion of the available Price Proposal points according to what percentage higher their Total of Estimated Costs for Activities is from the lowest proposed Total of Estimated Costs for Activities plus 10%.

The formula to calculate points for Price Proposal Part A is: $S = R_{max} (2 - (B / BL))$

The definitions for the formula are:

R_{max} = maximum points allowed for the Price Proposal Part A

B = proposed Total of Estimated Costs for Activities

BL = lowest proposed Total of Estimated Costs for Activities + 10%

S = score

An example of how the Price Proposal Part A category Total Estimated Costs for Activities point structure works is as follows:

Firm	Example Submitted Total of Estimated Costs for Activities	Percent Above Lowest Total of Estimated Costs for Activities	Points Awarded (e.g. if 20 pts. available)
Firm A	\$1,200,000	--	20
Firm B	\$1,272,000	6%	20
Firm C	\$1,356,000	13%	19.45
Firm D	\$1,656,000	38%	14.91
Firm E	\$1,872,000	56%	11.64

Price Proposal Part B (Blended Hourly Rates for Attendance at UDOT Update Meetings) will be used to establish Contract Unit rates based upon each Blended Hourly Rate identified. It is also used to calculate the Total of Estimated Costs for UDOT Update Meeting Hours, which is included as a line item in Price Proposal Part A.

The Contract Administrator will combine the scores for each Technical Proposal (maximum of 65 points) and the accompanying Price Proposal (maximum of 35 points).

The RFP Selection Team will determine whether interviews are necessary or whether the selection may be made based on the averaged scores from the Proposals. Final Proposal score results are determined from the average of voting RFP Selection Team members' scores. Interviews occur when final averaged scores of the top-ranked firms have a small enough point deviation to continue a competitive selection process. If one or more Proposals are within 3 points (or less) of the first-ranked Proposal, the Selection Team will invite those teams to interviews. If one or more Proposals are greater than 3 points, but not more than 5 points, from the first-ranked Proposal the Selection Team may determine, at their discretion, if interviews will be conducted with those teams. If there are greater than 5 points separating the first ranked Proposal from the second ranked Proposal, the Selection Team will not conduct interviews and will award the selection to the first ranked team.

- 8. Selection Interviews:** If the Selection Team determines interviews are necessary, project-specific topics will be provided to each team that is invited to participate in the interview process. Proposal scores will be carried over and will be weighted at 30% of the final score. The remaining 70% of the final score will be based on the interview.

The Selecting by Consent (SBC) process will be used to score the interview. SBC is a scoring process that aids the Selection Team in developing final ranking through a collaborative process. In this process each segment and question of the interview is weighted in advance during the

Selection Team Meeting. After the interviews are conducted, the Selection Team scores each segment and question by “consent”. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process.

9. **Qualitative Assessment Guidelines:** Throughout the scoring process (for Proposals and interviews) the Selection Team will use the following Qualitative Assessment Guidelines when scoring. These guidelines are used to help ensure consistency in scoring.

Qualitative Assessment Guidelines	
9 – 10	The Proposal demonstrates a complete understanding of the subject and qualifications that significantly exceed expectations and the stated requirements. Proposal contains many strengths and minor weaknesses, if any.
6 – 8	The Proposal demonstrates a strong understanding of the subject and qualifications that exceed expectations and the stated requirements. Weaknesses, if any, are minor. Proposal contains strengths that outweigh the weaknesses.
3 – 5	The Proposal demonstrates an adequate understanding of the subject and qualifications that meet expectations and the stated requirements. Proposal contains strengths that are offset by the weaknesses.
1 – 2	The Proposal demonstrates a vague understanding of the subject and qualifications that fall below expectations and the stated requirements. Proposal contains weaknesses that outweigh the strengths.
0	The Proposal is unacceptable. The Proposal fails to meet expectations and the stated requirements. Proposal contains many weaknesses and only minor strengths, if any.

PART THREE
Project Information & Evaluation Criteria
Right of Way (ROW) Solicitation

Rev. 10/13/17

Project Information	
Project Number	S-R199(229)
Project Name	West Davis Highway
PIN Number	11268
Requested Services	ROW Lead Agent Complex Services
Source of Funding	State
Contact Information	
UDOT Contract Administrator	Cali Bastow UDOT Consultant Services Box 148490 4501 South 2700 West Salt Lake City, Utah 84129-5998 cbastow@utah.gov (801) 965-4274
UDOT Project Management	Rex Harris Project Manager Utah Department of Transportation Region One

Consultant Selection Schedule

Date	Action
Tuesday, April 10, 2018	Posting of Solicitation on UDOT Consultant Services Project Advertisement website
Friday, April 13, 2018	Deadline to request a one-on-one discussion meeting
Tuesday, April 17, 2018	Appointments to discuss the project
Tuesday, April 24, 2018	Proposals are due electronically by 11:00 AM.
Wednesday, May 02, 2018	Selection Team Meeting
Tuesday, May 08, 2018	Consultant Selection Interviews
Tuesday, May 08, 2018	Consultant Selection
Tuesday, May 15, 2018	Pre-Negotiation Meeting with Selected Consultant

Contract Goals:

The goals for the Right of Way team are as follows:

- Complete the Right-Of-Way Process in a timely and efficient manner.
- Develop a cohesive team that shares UDOT's culture and vision.
- Function as an effective organization and implement clear communication.

Scope of Work:

The Department requires the services of a consultant ROW Lead Agent and team. The consultant will manage the acquisition process and be accountable to the Department's Project Team. The consultant should meet the qualifications outlined in the ROW Lead Agent services according to the [Right of Way Services and Local Government Pool RFQ 2015-2018](#). The consultant will need to provide ROW Coordinator(s) to assist in processing and filing documents into UDOT's ProjectWise and ePM systems.

The consultant will perform work in the following activities as described on the UDOT website under the [Right of Way Acquisition Narratives](#):

- 4J1.3 Lead Agent Complex Master
 - 4J1.3A Lead Agent Complex 05E (Pre-Environmental)
 - 4J1.3B Lead Agent Complex 07R (Post-Environmental)
- 4L1.1 - Appraisal Residential
- 4L1.2 - Appraisal Complex
- 4L2.1 - Appraisal Review
- 4L3.0 - Acquisition Services
- 4L3.1 - Relocation Residential
- 4L3.2 - Relocation Non-Residential

This project consists of approx. 250 impacted owners. At this time we anticipate acquiring from each ownership a fee acquisition, a perpetual easement and a temporary easement. There are potentially 20 residential relocations and up to 3 commercial relocations. This project will need approx. 200 appraisals and reviews (180 complex appraisals and 20 residential appraisals) along with 50 compensation estimates depending on the final design and valuation impacts.

UDOT will order the initial title work so this will not be scoped as part of this project.

UDOT will also require the Consultant to have experienced staff with specific expertise in appraising and acquiring conservation easements. UDOT anticipates approximately five conservation easements will need to be acquired.

The project information is available at the following link: <http://www.udot.utah.gov/westdavis/>

1. **Contract Completion:** Approximately 24 months from Notice to Proceed.
2. **Required Percentage of Work for Prime Consultant:** The Consultant must perform work valued at not less than 40% of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a Consultant performing the particular type of service requested in the outlined Scope of Work.

3. **Proposal Organization:**

One Technical PDF

- Cover Page
- Project Team
- Capability of the Firm(s)
- Approach to the Project
- Consultant Proposed Staffing Plan
- Form BC (Business Confidentiality), if applicable

One Price PDF

- Price Proposal (two pages)

4. **Proposal Section Requirements:**

Cover Page: The Cover Page is one page. It may be on the Prime Consultant's letterhead and will consist of the following with no additional information:

Cover Page	
Date	
PIN No., Project Name and Description	
Prime Consultant	
Prime Consultant's Federal ID#	
Sub-Consultants (if any)	
Primary Contact	
Primary Contact Name (Prime)	
Address	
City, State, Zip	
Email	
Office Phone	
Cell Phone	
Secondary Contact	
Secondary Contact Name (Prime)	
Address	
City, State, Zip	
Email	
Office Phone	
Cell Phone	
Acknowledgement	
<p><i>I understand the acceptance and completion criteria, submittal, financial screening requirements, contract selection types and contract caps. My firm will comply with all state and federal contracting requirements applicable to the project. I understand UDOT policies, procedures and processes may change during the duration of the project and will comply with any changes required by UDOT. I have fully and accurately disclosed any debarment, license issues, and/or investigations being performed by any governmental entity. Employees listed on the staffing plan are current bona fide employees of the Consultant. As authorized to sign for my organization, I certify the content of this proposal to be true, accurate and all matters fully disclosed as requested in the Solicitation. I understand any misrepresentations or failure to disclose matters in the proposal is immediate grounds for disqualification.</i></p>	
Signature	
Name	
Title	

The information is not required to be in this exact format, as long as each item of requested information is presented, with no additional information. Proposals will be considered non-responsive and will be disqualified if the Cover Page is not attached to the Proposal; if the Acknowledgement is not included on the Cover Page; and/or if there is additional information included on the Cover Page.

No evaluation points are assigned to this section and the Cover Page will not count as one of the allowed pages.

Project Team: The Selection Team will evaluate how well the qualifications and experience of the proposed project team members relate to the specific project. The Selection Team will score Proposals based upon the following criteria:	
% of Section Total	Project Team Section Criteria
5	Project Team organizational charts including sub-Consultants (see sample Project Team Organizational Chart available on the UDOT website). Identify Consultants and individuals that will be providing key services on the project (including all technical expertise necessary to perform the outlined Scope of Work).
50	Describe the qualifications, experience, and percentages of availability of key personnel throughout the various stages of the ROW process. Emphasize the Lead Agent, Project Coordinator, and management personnel by showcasing their roles and responsibilities on the project. Correlate the qualifications and past experience with the Contract Goals and the outlined Scope of Work.
25	Provide a table of projects completed by team members during the last ten years. The table headings should include the following items. (See sample Project Related Experience Chart available on the UDOT website). Columns may be combined in order to consolidate information. <ul style="list-style-type: none"> - Name of Project Manager / Team member(s) - Year - Type of Project - Project Name - Project Location - Project Description - Services Performed / Specific Project Role - Client - Reference Contact and Telephone Number
20	Choose a similar project identified in the Project Team section and discuss in detail what your project team firms' did to make that project a success and how any lessons learned on that project can be applied to this project.
60	Maximum points available for this section of the Proposal (out of 100).

Approach to the Project: The Selection Team will score Proposals based upon the following criteria:	
% of Section Total	Approach to the Project Section Criteria
50	Describe the course of action proposed to meet the Contract Goals and Scope of Work. Be realistic, clear and concise.
20	Provide an overview of the Right of Way schedule activities and discuss the rationale behind this schedule.
30	Identify risks and potential mitigation.
40	Maximum points available for this section of the Proposal (out of 100).

A maximum total of 100 points is available for the Technical Proposal.

- 5. Consultant Proposed Staffing Plan:** The Consultant is expected to provide a [Consultant Proposed Staffing Plan](#). Consultants are not required to use this example form, as long as all necessary information is included. The Staffing Plan must identify the certification and education levels of the individuals proposed for use on the contract, including sub-Consultants' personnel. When Consultants list personnel on the Proposed Staffing Plan, the Consultant is agreeing to make the personnel available to complete the services in the contract at whatever level the project requires.

The Consultant Proposed Staffing Plan must be included in the Proposal, but will not count as one of the allowed pages. No other information is allowed on these pages. If additional information is provided, the Staffing Plan will be removed. No evaluation points are assigned to this section.

- 6. Claim of Business Confidentiality:** The GRAMA, Utah Code Ann., §63G-2-101 et seq., provides in part that certain records are protected if properly classified. Consultants are responsible for determining which information, if any, they wish to be protected under a Claim of Business Confidentiality, and are responsible for taking appropriate action to do so. An entire Proposal may not be protected under a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Consultant must, at the time the information is provided to UDOT, include a [Form BC - Claim of Business Confidentiality](#). It is the responsibility of the Consultant to complete Form BC in accordance with Subsection §63G-2-309 and submit to UDOT as an attachment to the Proposal. If nothing in the Proposal is being protected under a Claim of Business Confidentiality, a Form BC is not required.
- 7. Price Proposal:** Refer to Part Two (Solicitation Method and Requirements) and Part Four (Right of Way (ROW) Price Proposal) for instructions and format requirements regarding the Price Proposal.
- 8. Page Limits:** The Technical Proposal has a **Four (4) page maximum**. Pages exceeding the maximum limit will be removed from the Proposal prior to distribution to the Selection Team. The Cover Page, Consultant Proposed Staffing Plan and Form BC (if applicable) do not count towards the page maximum.

The Price Proposal has a **two (2) page maximum**.

A page is defined as a single-sided 8.5" x 11" sized page that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics.

Do not include a reference or link to additional information. If Proposals contain references or links, UDOT Consultant Services will remove them from the Proposal.

9. **UDOT Reference Items:**

- UDOT Right of Way Design and Operations Manuals are available online from the UDOT website at www.udot.utah.gov/go/Manuals.
- UDOT Consultant Services Manual of Instruction is available online at the UDOT website www.udot.utah.gov/go/CSManuals.
- UDOT 2017 Strategic Direction & Performance Measures are available online from the UDOT website at www.udot.utah.gov/go/StrategicDirection.

PART FOUR
Right of Way Price Proposal
Right of Way (ROW) Solicitation

Rev. 04/05/18

Price Proposal – Cost will be evaluated independently from the Technical Proposal. There are two parts (A&B) to the Price Proposal.

The Department will review Price Proposals for unbalancing. Unusually high or low unit prices in relationship to the Department cost estimate, may lead to a Proposal being disqualified or the Solicitation being re-advertised.

Unit Prices in Price Proposal Part A:

Price Proposal Part A will consist of providing unit prices (per ownership parcel) for items. This will include all ROW services excluding title services, cost of land and improvements, and UDOT meeting attendance (including travel time).

- All Costs per ownership parcel for ROW services must be included.
- Direct costs must be included in the Unit Prices. Examples of direct costs are mileage, printing, room rental, postage, per diem, etc. This is not an all-inclusive list of potential direct costs.
- Costs for Project Management, Administration, Lead Agent, Project Coordinator, and all other management services must be included in Unit Prices 1 – 7. This includes all costs (direct costs, actual salary, fringe benefits, profit, overhead, etc.). The only exception is for hours associated with attendance of UDOT update meetings for individuals identified in Price Proposal Part B. (Any other meetings with UDOT are considered to be associated with the appraisal, acquisition, and relocation activities listed below in 1-7.)

Proposer:		Date:			
Price Proposal Part A - Costs Per Ownership Parcel					
ROW Activity		Unit Price	Estimated Quantity	Estimated Cost	Available Price Proposal Points
1.	Unit Price for Appraisal Residential:	\$	20	\$	
2.	Unit Price for Appraisal Complex:	\$	180	\$	
3.	Unit Price for Appraisal Review:	\$	200	\$	
4.	Unit Price for Acquisition Services:	\$	250	\$	
5.	Unit Price for Relocation Residential:	\$	20	\$	
6.	Unit Price for Relocation Non-Residential:	\$	3	\$	
7.	Unit Price for Administrative Compensation Estimate:	\$	50	\$	
8.	Total of Estimated Cost for ROW Position Meeting Hours (insert from Price Proposal Part B).			\$	
9.	TOTAL OF ESTIMATED COSTS (Total of Lines 1 – 8)			\$	35
<p>1 Each Unit Price is per ownership parcel.</p> <p>2 The Unit Prices of Lines 1 – 7 will establish the maximum Unit Prices for the negotiated Contract. Multiply the Unit Price by the estimated quantity.</p> <p>3 Insert the Total Estimated Costs for UDOT Update Meeting Hours into Line Item 8. Calculate the Total Estimated Costs for UDOT Update Meeting Hours by following the instructions in Price Proposal Part B.</p> <p>4 Total the Estimated Costs for lines 1 – 8 and place in Line 9. Line Item 9 will be used to evaluate the Price Proposal only, not to establish a Total Contract cost.</p> <p>5 The actual quantities associated with the Contract will be negotiated after selection. The estimated quantities in this table are for Price Proposal evaluation only.</p> <p>6 If a calculation error is found, the Department will use the Proposers Unit Prices to determine the correct Estimated Cost for Activity.</p>					

Blended Hourly Rates in Price Proposal Part B:

Price Proposal Part B will consist of providing four separate blended hourly rates for attendance at UDOT update meetings(including travel time) associated with each specific ROW Staffing Position; each rate must include all meeting labor costs for staff and sub-consultant staff (actual salary, fringe benefits, overhead and consultant profit) associated with each specific ROW Staffing Position. No individual can fill more than one position listed below.

Price Proposal Part B – Blended Hourly Rates for Attendance at UDOT Update Meetings			
ROW Staffing Position Rate	Blended Hourly Rate	Estimated Meeting Hours (includes travel time)	Estimated Cost for UDOT Update Meeting Hours
Lead Agent Rate	\$	260	\$
Project Coordinator Rate	\$	260	\$
Project Manager Rate	\$	130	\$
Rate for All Other Staff Attending Meetings	\$	100	\$
TOTAL OF ESTIMATED COSTS FOR UDOT UPDATE MEETING HOURS			\$
<p><i>1 Each Blended Hourly Rate will be used to establish a Contract Unit rate. Multiply each Blended Hourly Rate by the Estimated Meeting Hours. Total all of the Estimated Costs for UDOT Update Meeting Hours.</i></p> <p><i>2 A rate must be included for all ROW staffing positions.</i></p> <p><i>3 Insert the Total Estimated Costs for UDOT Update Meeting Hours into Line item 8 in Price Proposal Part A.</i></p> <p><i>4 The estimated quantities in this table are for Price Proposal evaluation only.</i></p>			

If this ROW Price Proposal is sent to anyone other than Consultant Services staff, the consultant’s proposal will be considered non-responsive and will be disqualified.